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4 FEB 1974

MEMORANDUM FOR: Deputy Director of Security (PSI)  
Deputy Director of Security (PTOS)

SUBJECT : Resource Packages - Office of Security

REFERENCE : DD/M&S memorandum to Office Directors and  
Staff Chiefs, dtd 28 January 1974, DD/M&S  
74-0301, subject, Procedures to be Used  
in Arriving at Recommended FY 75 Personnel  
Reductions

1. On 9 November 1973, the DD/M&S was furnished a listing of 58 discrete functions covering the mission of the Office of Security. This was followed, on 30 November 1973, with a listing of those functions considered to be of least importance to the mission of the Office whose deletion would cause the least consequence or impact to its mission. The Staff personnel involved covered 10 per cent of the Office of Security's Table of Organization. This groundwork was used in preparing the attached draft responses to referent.

2. The attached material consists of three items: a summary of Resource Packages; a listing in inverse order of priority of the staff positions to be eliminated in FY 1975 equal to at least 10 per cent of ceiling; and, a detailed identification of each resource package by number, title, included functions, outputs/customers serviced and the effect of at least a 10 per cent reduction in staff personnel.

3. A draft of the FY 1976 Program Call has indicated that each major component (i.e., the Office of Security) will be divided into resource packages. A resource package is being defined as a discrete, identifiable activity, function, group of related activities or functions, or a major project to which resources and objectives are assigned. It is being estimated that the total number of resource packages in the Agency will

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not exceed 500. When the basis for a resource package is organizational, the unit chosen should generally be no lower than one level below the Office (i.e., the Division level in the Office of Security).

4. Guided by these provisional caveats, the functions identified to the DD/M&S were grouped into 10 resource packages, each having an identifiable manager at the division or comparable level. These 10 packages have been tentatively ranked in an inverse order of priority consonant with the criteria followed in identifying those functions considered to be of least importance to the mission of the Office of Security. The positions identified as of lowest priority are those previously identified to the DD/M&S on 30 November 1973. The number bracketed after each function corresponds to the number assigned to one of the 58 functions previously furnished the DD/M&S.

5. It will be appreciated if the attached material is reviewed. Should altered circumstances dictate that positions identified as of lowest priority should now be retained, please indicate which substitutions you prefer on a one for one basis. Your comments will be appreciated by the close of business, Thursday, 7 February 1974.

*Signe!*

  
Deputy Director of Security (P&M)

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Attachments

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